The Work In Process (WIP) Data application is a Web-based reporting application that allows registered users to view information on WIP Open Lines at each Distribution Center. The web application queries a Microsoft SQL database and returns data based on certain selection parameters which are determined, in part, by user security and user selection throughout the application.

There are two types of user security for reporting: Global and Site user. Global users may view reports on any distribution center. Site users may only view reports for the distribution center where they are registered. This security is obtained from the Cycle Tracking user security.

This manual is designed for site users at the DDDC distribution center. As a site user you can view reports for your site only.

Application access

Before you can log into the system, you must be a registered Cycle Tracking user. If you attempt to log in to the DDC Work In Process (WIP) Data system and are not a registered user, you will be redirected to the Cycle Tracking User Registration form.

You can access the system by entering the following URL in the Address line of your Web browser: https://ddcnet.ddc.dla.mil/ddcwip

The application is also available from the Web Apps application menu of the DDC Intranet:



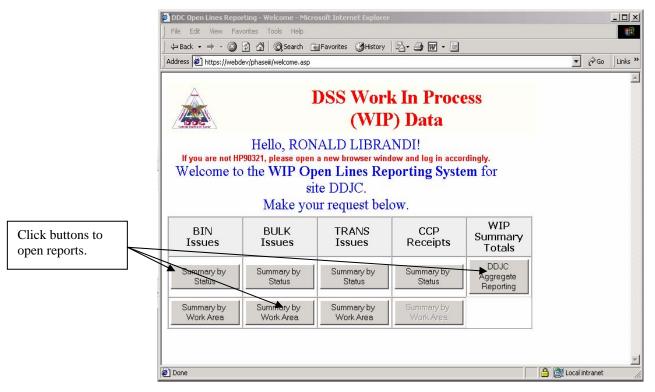
You will be asked to log in to the system. Enter your network user ID and password.



Using the application

Upon successful login, you will be presented with a menu of available reports for your site.

The Report Menu – Any available report may be selected from here.



Report Menu Sample 1: DDDC Report Menu

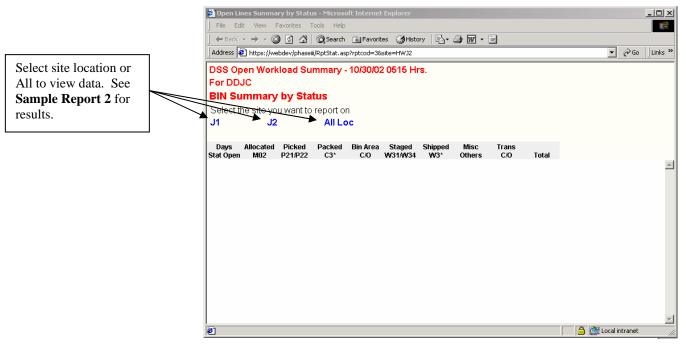
As you can see from Report Menu Sample 1, the Issue reports are summarized in two ways:

- 1. Summary by Status These reports are broken out by Status Days open
- 2. Summary by Work Area These reports are broken out by Warehouse Location

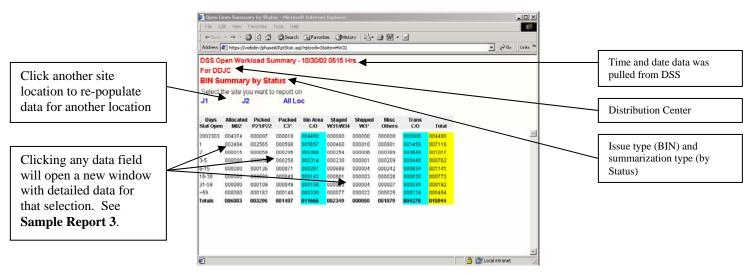
CCP Receipt reports are only summarized by Status Days open The WIP Summary Total report is an aggregate report detailing daily Open Lines counts by Work Type.

Summary by Status Reports Summarized by Status Days Open

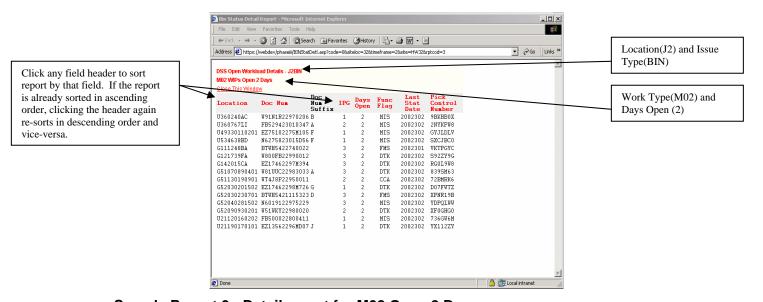
When you select a report summarized by Status days open, a new window opens to display the report. Reports for sites with multiple locations (DDSP has S1 and S2, DDJC has J1 and J2, etc.) open with a blank data window as shown in **Sample Report 1**. The data is populated when you select which site location you wish to view. You can select either one specific location or all locations to report on. Reports for sites with only one location open with the data window already populated.



Sample Report 1: DDDC BIN Summary by Status (Before selecting location)



Sample Report 2: DDDC BIN Summary By Status (After selecting location)

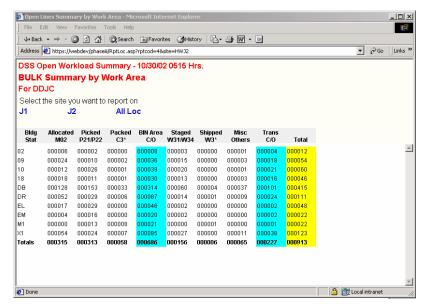


Sample Report 3: Detail report for M02 Open 2 Days

Summary by Work Area

Reports Summarized by Warehouse Location

When you select a report summarized by Warehouse Location, a new window opens to display the report. Report opens with a blank data window. The data is populated when you select which site location (J1, J2, All) you wish to view. These reports look the same and have the same functionality as the Days Open reports except you can't click a data field to open details.



Sample Report 4: DDDC Bulk Summary by Work Area (after location selection)

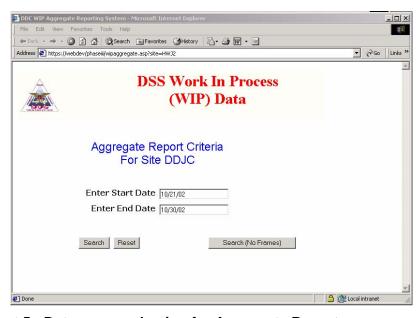
DDJC Aggregate Reporting

WIP Summary Total Reports

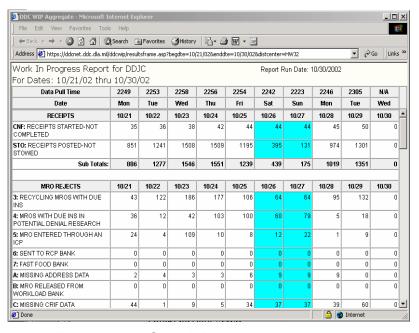
When you select this option from the Reports Menu, you will be asked to enter a date range as shown in **Sample Report 5**. The date selection criteria is already filled in to report for the previous 10 days, but you can enter any date range by overtyping what is already there. While you can effectively enter any range of dates, it is best to keep your date range within 10 days. Any range larger than 10 will be too large to display the complete report on your screen and will be cumbersome to view report details. You can always go back to the date range and enter new values for the report.

You are given two search options: Search and Search (no frames). The Search option displays the report with the date column information in a frame so that when you scroll down on the report, the date information doesn't scroll off of the screen. The no frames option loses the date information at the top when you scroll down on the report. The no frames option was added for Section 508 compliance.

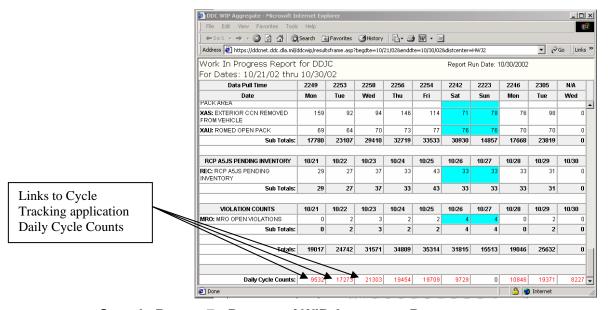
At the bottom of the report are links to the Cycle Tracking Daily Cycle Counts page for that site and day as shown in **Sample Report 7**. You can click on any of those links to go to the Cycle Tracking application and view the cycle counts. Use your browser Back button to return to the WIP Summary Total Report.



Sample Report 5: Date range selection for Aggregate Report



Sample Report 6: WIP Aggregate Search Results



Sample Report 7: Bottom of WIP Aggregate Report